

# CATALOGING AND PROCESSING PRACTICES

Library Monitoring Rubric - Section 1

Librarian Growth Rubric - Standard 2, 7-9, 14-16

School Library Guide - Section 4.7, 5.6



## PROCESSING PRACTICES

Have an area that is dedicated to processing books that includes easy access to the circulation system, stamps, labels, and additional supplies. The following should take place as soon as possible to ensure that materials are made available to students and teachers.

- ✓ When materials are received in the library, they should be opened, checked, and prepared for processing.
- ✓ Check the packing slip against the purchase order. Alert your office manager of receipt of materials and make notation in purchase order document.
- ✓ If materials are pre-labeled by the vendor, then add the record into the circulation system. Double check the Dewey Decimal number, barcode number, and any other information to ensure that the book and the record match.
- ✓ If materials do not have barcodes and spine labels, then place barcode on the book and create a spine label that correctly indicates where the book is located. For example: 222.45 FRE or FIC SMITH or REF 907 DAW
- ✓ Librarians can add additional information such as a reading program levels or fiction series.
- ✓ Also stamp the material with the school library's stamp.
- ✓ Once all appropriate labels have been placed on the material and the record matches, shelve the item in the correct location or on a special display that showcases new arrivals.
- ✓ Library shelves should read from left to right and from top to bottom.

## CATALOGING WORKFLOW

- Maintaining copy data, which includes:
  - Adding copies to existing MARC records;
  - Adding and/or editing data in the copy information tab (call number, price, location, item circulation type, local notes);
  - Performing inventory each year;
  - Deleting weeded or withdrawn copies
- End-processing, including printing and affixing barcodes and spine labels, covering books; and affixing security strips

### Process for Non-Vendor Records

- Option 1: Librarian can search for the automated system for the item's cataloging record. If a MARC record exists, then the librarian can add a copy record, print barcodes, and spine labels.
- Option 2: If no MARC record exists in the automated system, the librarian can add a new MARC record using the ISBN cataloging information.

### Process for Vendor Records

- Most book vendors offers librarian the ability to set up processing and cataloging information.
- See the below template to help gather the information necessary to set up the correct book processing and cataloging format.

## BOOK PROCESSING AND CATALOGING INFORMATION

Book Processing Options					
	Yes	No		Yes	No
✓ Dust Jacket			✓ Electronic Catalog Record		
✓ Barcode Label			✓ Call Number Spine Label		
✓ Paperback Covers			✓ Theft Detection		
✓ Lexile Level Label					
Reading Program Processing Options					
✓ Reading Program Label			✓ Catalog Record		
✓ Identification Sticker					
Electronic Record Options					
✓ Computer Type			✓ Automation System		
✓ Holding Code (school code)					
Barcode Information					
✓ Barcode Symbology (Code 39)			✓ Barcode Length		
✓ Barcode Structure (MOD 10)			✓ Barcode Range		
✓ Bar Code Personalization (School Name)					
✓ Bar Code Placement - horizontal/vertical   front/back   top/middle/ bottom					
<u>Book Cataloging Specifications</u> (stay consistent with each order)					
✓ Subject Headings (Sears)			✓ Fiction - ex FIC SMITH		
✓ Nonfiction - ex 212 BUL			✓ Individual Biography - ex BIO ARMSTRONG		
✓ Collective Biography - ex 920 CHR			✓ Easy Fiction - ex E SMITH		
✓ Short Story Collection - ex SC SMITH			✓ Reference - ex REF 910 GEO		
✓ Professional Collection - ex PROF 371 SMI					

# CATALOGING PRACTICES

## Bibliographic Records

A bibliographic record is a type of MARC record that represents a library material. In a school library catalog, the model is to create one good bibliographic record for each district edition of a material and to attach a local holding for each copy. Creating duplicate records clutters the automated system, leads to inconsistency among records, and makes searching the catalog confusing.

## Material Types (examples)

Material Types refer to the physical carrier, or format, of the material. Sometimes the Material Type and the Collection Type must be considered when determining the call number prefix, as is the case with Online Resources and Books. The Material Types and their associated call numbers are as follows:

<b>Material Type</b>	<b>Material Includes</b>	<b>Associated Call Number Prefix(es)</b>
Book	Biography Reference Nonfiction Fiction Story Collection World Languages Professional Collection	BIO, B, 92 REF  FIC, F SC SPAN, FR, GER PROF, TR
Audio Recording	Cassette CD	AV
Equipment	AV Equipment Computers Cameras eReader	EQP followed by the fixed asset
Big Book		BIGBK
Book with Audio Recording		BKAV
Braille		BRaille
Video	VHS DVD	VID
Kits	Flashcards Game Classroom Readers	KIT
Model	Globe, Model, Posters	MODEL
Electronic Book		EBK
Periodical	Newspapers Magazines	PER

## **Collection Types**

Collection Types are groups of materials that share the same theme, genre, or subject content. In special cases, Collection Types can also refer to materials that are housed together in a separate physical location regardless of subject, such as an audiobook collection.

Each bibliographic record can only be assigned one Collection Type, but given that each library is organized differently it is nearly impossible to assign a Collection Type that will be relevant in every library. When assigning Collection Types, the Cataloging Staff Members consider:

1. The theme, genre, and subject content of the material;
2. The Collection Type of similar materials;
3. How the material is collected in the majority of libraries in the district.

## **Explanation of Specific Collection Types**

### **AUDIOBOOKS**

- Description: Audiobooks come in a variety of physical formats, the most common being CD, cassette, and digital file for streaming or download. Books accompanied by CDs or cassettes are considered Audiobooks.
- Treatment: The call number prefix for Audiobooks can be determined by the Material Type (CD, Cassette) or simply ABK for AUDIOBOOK. For example, ABK FIC ASH or ABK 301 SCH.

### **BIG BOOKS (OVERSIZE)**

- Description: Big Books are very large editions of picture books, usually over 70 cm. tall.
- Treatment: Big Books use the call number prefix BIGBK followed by a classification number and cutter. This is a Collection Type that is defined by its physical location within the library rather than by its subject or genre.

### **BIOGRAPHY**

- Description: Biographies are the non-fictional account of one person's life. Autobiographies are included in this Collection Type.
- Treatment: Biographies use the call number prefix B or BIO followed by the subject's full last name in capital letters. For example: B ADAMS or BIO ADAMS. Collective biographies are classed in 920, not with individual biographies.
- Note on 920s: Sometimes there is grey area about what constitutes a collective biography versus a work about a historical event or time period. In general, if the narrative of the work primarily focuses on the lives of the subjects and less on the events, it is classed in 920. When in doubt about whether a material should be classed with the historical event or with the collective biographies, prefer the historical event.

### **EBOOKS**

- Description: eBooks are any books that are designed to be read digitally, either on a computer or downloaded to an eReader. The specific medium is defined in the Material Type.
- Treatment: eBooks use the call number prefix EBK, followed by the classification number and cutter.

## **EMERGING READERS**

- Description: Emerging Readers are fiction materials that are primarily meant to support literacy and to be read by beginning readers. Examples include (but are not limited to):
  - Learn to Read series
  - Step into Reading series
  - Beginner Books
  - Mercy Watson
  - Elephant and Piggie
  - Frog and Toad
  - Fly Guy
- Treatment: Emerging Readers use the call number prefix ER. Assign the genre heading Readers (Primary) to all fiction and nonfiction early reading materials in order to bring them together in the online catalog, regardless of their physical location.

## **EQUIPMENT**

- Description: Equipment is checked out through the library and common types of equipment include DVD players, projectors, and laptops.
- Treatment: Assign EQP and followed by Fixed Asset number or some other type of numbering system and first three letters of the type of equipment. For example: EQP 54976 PRO for Projector or EQP 54983 COM for Computer. The serial number can also be added to the copy record, if desired.

## **FICTION**

- Description: Fiction materials are distinguished from picture books by their smaller physical dimensions, larger ratio of text to illustrations, and chapters. Fiction materials can have illustrations, such as Captain Underpants and Diary of a Wimpy Kid, but the illustrations are supplemental to the text.
- Treatment: Fiction materials use the call number prefix FIC cuttered by the first three letters of the author's last name or the author's full last name.

## **PERIODICALS**

- Description: Periodicals are publications that have open-ended and regularly recurring publication cycles. Periodicals collected by school libraries include newspapers, magazines, and scholarly journals.
- Treatment: One bibliographic record should exist to represent each periodical title. Libraries add a new copy to this master record for each issue that they receive. Include the issue or volume number after the call number prefix and cutter. For example: PER AME MAR/APR 2012.

## **PICTURE BOOKS**

- Description: Unlike Fiction materials, they have a larger ratio of pictures to text. They are usually larger in size than Fiction materials; most are 25 cm. and taller. The reading level is not part of the criteria in determining whether a book is Picture or Fiction, as most picture books are meant to be read by a wide audience.
- Treatment: Picture Books use the call number prefix E cuttered by the first three letters of the author's last name. Non-fiction picture books do not use the call number prefix E, and are given appropriate Dewey Decimal classification.

## **PROFESSIONAL**

- Description: Professional materials are meant for the support and development of teachers and other school staff, and are not meant for student use. Typically, these materials deal with teaching and learning.
- Treatment: Professional materials use the call number prefix PROF, followed by the classification number and cutter.

## REFERENCE

- Description: Reference items are usually non-circulating materials such as dictionaries, maps, atlases, and encyclopedias.
- Treatment: Reference items use the call number prefix REF followed by the classification number and cutter. Teacher librarians can adjust the circulation status of reference materials to suit the needs of their users.

## STORY COLLECTIONS

- Description: Story collections are collections of short stories by different authors. One exception is collections of fairy tales or folk tales, which are classed in 398.2. Collections of scary stories and ghost stories are classed in Story Collections.
- Treatment: Story Collections use the call number prefix SC cuttered by the first three letters of the book title. Collections of short stories by the same author are classed with Fiction under the author's last name.

## VIDEO RECORDINGS

- Description: Video Recordings describe any projected medium, most commonly DVDs and VHS tapes. Some schools also collect laserdiscs and reel-to-reel films.
- Treatment: The call number prefix for Video Recordings is determined by the Material Type or simply VID for VIDEO. For example, VID FIC ASH or VID 301 SCH.

## WORLD LANGUAGES

- Description: World Languages includes all materials, fiction and nonfiction, that are either entirely in a particular world language. Materials mostly in English with some other text are not considered World Languages materials.
- Treatment: The World Languages material/copy type has two call number prefixes: SPAN/GER/FR for items entirely in Spanish, German, or French, and BIL for items with parallel English and another language text.

## Call Numbers

Call numbers are constructed of a **PREFIX** (if applicable), a Dewey Decimal Classification number (**DDC**), and a **CUTTER**.

### Call Numbers, ex. 1: Call Number with a Prefix

**REF 031.02 GUI**

### Call Numbers, ex. 2: Call Number without a Prefix

**398.2 AND**

Some call numbers use another designated besides a DDC number. These include Biography (BIO), Early Readers (ER), Fiction (FIC), and Story Collections (SC).

### Call Numbers, ex. 3: Call Number with a Prefix and no DDC #

**FIC WILSON**

#### Additional Call Numbers

- When classifying materials about specific countries or locations, prefer the History DDC number to Geography/ Travel
- For Native Americans, use Dewey preference for 971-979
- Use 031.02 for almanacs and collections of miscellanea (*Guinness Book of World Records*)
- Classify bullying as a social problem at 302.3. Classify bullying schools at 371.58.

#### Additional Cutters

Cutters are the character strings following the classification number. They allow librarians to arrange items on the shelf in an understandable and predictable way. For most materials, the cutter is the first three letters of the author's last name. Use all capital letters. Omit spaces, hyphens, and other punctuation when creating a cutter. If it is not appropriate to use the author's last name, or if no author is given, use the first three letters of the title (after the initial article).

If the item is part of a monographic series without a unique title for each **VOLUME**, then follow the cutter with the abbreviation of the volume number.

#### Example: Call number with volume

**741.5 TAK V.15**

#### Fiction and Nonfiction MARC Fields

The chief source of information for books is the title page. Other parts of the books, including the cover and spine, are considered secondary sources.

Field	Field Description	Field Value
020	ISBN	Give 10- and 13-digit ISBNs, excluding hyphens and other punctuation. Include the ISBN from the cover if it differs from the ISBN on the title page verso. This is a repeating field.
041	Language code	Use for translated or multilingual items. Do not use for materials entirely in English.
082	Dewey Decimal classification number	This is just for the classification number. The entire call number, including call number prefix and cutter, goes in 084
100	Main Entry	Give the author's name.

245	Title and statement of responsibility	Give the entire title and author/contributor information exactly as it appears on the title page.
250	Edition statement	Give edition statements that are explicitly stated on the item.
260	Publication information	Give the place of publication, publisher, and date of publication.
300	Physical description	Give the extent of the item (i.e., number of pages), any physical characteristic (such as illustrations and maps), and the dimensions of the item (in centimeters).
500	General note	Give information useful for describing the item that does not fit in any other field.
521	Audience note	Use for reading level, age range, MPAA rating, Lexile, Guided Reading, and DRA2.
526	Reading program note	Use for Accelerated Reader and Reading Counts.
546	Language note	Give any languages other than English that are used in the item.
600	Person as subject	Names should be in the same format as the 100 field.
610	Corporate body as subject	
650	Topic as subject	
651	Geographic place as subject	
655	Form or genre heading	Add a form/genre heading
700	Person added entry	List other contributors, such as illustrators, co-authors, and translators. Names should be in the same format as the 100 field.
856	URL	Use this field only for eBooks and eAudiobooks.

### **Video Recordings MARC Fields**

In addition to the fields listed in the guide for Books, Video Recordings require special fields and elements. The primary source of information for video recordings is the recording itself;; the case and disc are secondary sources.

<b>Field</b>	<b>Field Description</b>	<b>Field Value</b>
Leader/06	Type of material	g (project medium)
007	Physical description	\$a = v (videorecording_); \$b = d(videodisc)
008/018-200	Time	Give the running time in a 3-digit format.

008/33	Type of visual material	v = videorecording
008/34	Technique	l = live action; a = animation
020	ISBN	Give both the 10- and 13-digit ISBNs, if known. This is a repeating field.
300\$c	Physical dimensions	Give the size of the disc, 4 ¾ in, or the width of the video tape, 1/2 in.
508	Creation/Production credits	This usually includes composers, producers, etc.
511	Participant/ Performer note	Use for narrators, lead actors, etc. Anyone listed here should also have a personal name added entry in the 7XX.
521 8#	Target audience note	MPAA Rating (if given).
540	Copyright	Give any text from the item pertaining to copyright and public performance rights.
546	Language note	Provide information about closed captioning, subtitles, or other languages.

### **Graphic Novels**

In addition to the fields listed in the guide for Books, Graphic Novels (including Manga) require special fields and elements.

<b>Field</b>	<b>Field Description</b>	<b>Field Value</b>
245	Title and statement of responsibility	Give the title exactly as it appears on the title page. If no title page is present, take the title from a secondary source, such as the cover or spine.
440	Series title	Series titles are very important for identifying graphic novels.
500	General note	If the Manga is meant to be read backwards (i.e, right to left), include the note "Book reads from right to left."
655	Form/genre heading	Include the genre heading Graphic novels for all fiction and nonfiction graphic novels. Include the local genre heading Manga.

### **Emerging Readers**

In addition to the fields listed in the guide for Books, Emerging Readers require additional fields.

<b>Field</b>	<b>Field Description</b>	<b>Field Value</b>
008/22	Target audience	a = preschool children; b = elementary school children

440	Series	Series titles are very important for identifying many Emerging Readers.
655	Form/genre heading	Include the form heading "Readers (Primary)" for all fiction and nonfiction Emerging Readers.

### **World Languages**

In addition to the fields listed in the guide for Books, World Language materials require special fields and elements. This guide addresses materials entirely in another language as well as bilingual materials.

<b>Field</b>	<b>Field Description</b>	<b>Field Value</b>
008/35-37	Language code	spa = Spanish. Use for materials entirely in Spanish as well as bilingual materials.
041	Language code	Use the 041 field for materials that are or include translations.
245	Title and statement of responsibility	Give the title, author, and other contributors exactly as written on the title page.
500	General note	For translated materials, include the note: "Translation of: [Original title, taken from the 240]."
520	Summary note	Give the summary in English and in Spanish, using a separate 520 for each language.
546	Language note	For materials entirely in Spanish, include the note: "Text in Spanish." For bilingual materials, include the note: "Parallel text in English and Spanish."

### **ADDITIONAL NOTES**

- School libraries can only count 5 copies per 1 title. For example, the library has 3 copies of The Long Haul and 2 copies of Cabin Fever and 1 copy of Diary of a Wimpy Kid, Rodrick Rules, and The Third Wheel. Even though there are 8 books in this series, there are only 5 different titles.
- Many schools house classroom sets in the library. Create a separate call number for Classroom Sets to help keep an accurate number of books and copyright dates of the collection. CS 813 SIN - means that this is a classroom set of the The Jungle by Upton Sinclair. Give each classroom set one call number and one barcode. However, within that cataloging record add information regarding how many copies are in the set. For example: CS 813 SIN has 25 copies in the set.